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| **Role Profile - Operational Context Form** | | | | | | | |
| **Post title: Ex-Service Personnel Mentor - Pupil Support** | | | | | | | |
| **Directorate:** People Services | | | | **Location:** | Schools | | |
| **Establishment or team:** | | School Placement | | | **Post number:** | |  |
| **Grade:** | Grade 5 | **Staff responsibility:** | | No | **Essential Car user:** | | No |
| **Scope of Work – appropriate for this post:**  In liaison with school staff, mentor or support pupils directly to overcome barriers to learning | | | | | | | |
|  | | | | | | | |
| **Accountabilities/Responsibilities – appropriate for this post:** | | | | | | | |
| 1. Provide customised mentoring to identified young people within schools 2. Liaise with school staff to provide particular support to targeted pupils to raise achievement and attendance and help them to overcome barriers to learning. 3. Provide input to the identification of needs, assessing those pupils needing extra support and the development of individual action plans for targeted pupils 4. Work in a one-to-one relationship with targeted pupils to implement an action plan 5. Provide extra support to pupils through knowledge of a range of activities and opportunities available to them 6. Collate information and maintain records of pupil achievement and attendance. 7. Provide support and advice to pupils to promote their social care and personal development 8. Assist in resolving relationship issues between pupils 9. Be responsible for the monitoring of individual action plans 10. To complete all elements of the Training Plan within agreed timescales   Individuals in this role may also:   1. Be required to travel and mentor in other schools within the area, as and when required. | | | | | | | |
| **Additional supporting information – specific to this post.**  **Indicative knowledge, skills and experience**   * This context form has been provided to outline the accountabilities and responsibilities of the post holder whilst undertaking the role of supporting pupils in the capacity of a mentoring relationship. Postholders will not be required to undertake the duties of teaching staff. * The post holder must be willing to be placed in a Lancashire school and attend training in Preston.. * Working towards accredited qualifications for learning and development. | | | | | | | |
| **Prepared by: Vanessa Carthy** | | | **Skills, Learning & Development** | | | **Date: 30th May 2022** | |

**The above form** sets out the area of work in which duties will generally be focused and gives an example of the type of duties that the postholder could be asked to carry out.

**PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

**Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and Safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must cooperate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Customer Focus

We put our customers’ needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high-quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

**Grade Profile**

**Level Five – Operative / Support (Grade 5)**

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| Purpose |
| To apply practical methods, techniques, work procedures or processes in support of, or delivery of, the service. |
| Scope of Work |
| Role holders will undertake a range of standardised procedures, some of which maybe relatively complex, and use associated tools and equipment. Role holders may be expected to respond independently to unexpected problems or situations. |
| **Accountabilities/Responsibilities** |
| Role holders may be responsible for:   * Instructing and checking the work of others; or * Planning and organising tasks; or * Interpreting information, solving task-related problems or implementing regulations; or * Producing work of the required standard; or * Providing advice and guidance on established internal policies and procedures. |
| **Skills, knowledge and experience** |
| * Previous relevant experience or the ability to demonstrate the competence to carry out the job. * Possession of, or the ability to demonstrate the capability to gain, relevant qualifications, licences or equivalent where applicable. * Enhanced skills appropriate to the job discipline.   In addition to the skills, knowledge and experience described, you may be required to undertake a lower-graded role as appropriate. |
| **Performance Measures** |
| * Completion of work to required standards and deadlines. |

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| **Person specification** | | |
| **Job title: Ex-Service Personnel Mentor - Pupil Support** | **Grade: Scale 5** | |
| **Directorate: People Services** | **Post number:** | |
| **Establishment or team: Talent & Performance** | | |
| **Requirements** | **Essential (E)**  **or**  **Desirable (D)** | **To be identified by: application form (AF),**  **interview (I),**  **test (T), or**  **other (give details)** |
| **Qualifications** |  |  |
| Relevant qualifications in Literacy and Numeracy which would enable successful completion and achievement of qualifications applicable to the mentoring programme. | E | AF/I |
| Driving licence | D | AF |
| **Experience** |  |  |
| Armed Forces Community experience | E | AF/I |
| Ex Armed Forces including spouse or partner (evidenced by a certificate of service, ID Card, etc) | E | I |
| Experience in meeting deadlines whilst maintaining quality and quantity of work | E | AF/I |
| **Knowledge and skills** |  |  |
| Ability to work independently without close supervision | E | AF/I |
| Ability to identify the needs of young people from a diverse range of backgrounds and provide support | E | AF/IT |
| Ability to communicate and work with teaching staff and young people | E | AF/I/T |
| Ability to make informed decisions and sound judgements | E | AF/I/T |
| Ability to support and nurture others in a coaching or mentoring environment | E | AF/I/T |
| Ability to work with challenging young people in a learning environment | E | AF/I/T |
| Ability to work as part of a team | E | AF/I |
| Ability to produce reports and maintain records | D | AF/I |
| Ability to form, agree and implement action plans with young  people | D | AF/I |
| Ability to use Microsoft Office applications | D | AF/I |
| Knowledge of school procedures | D | AF/I |
| Literate and numerate | E | AF/I |
| **Other (including special requirements)**  1. Commitment to equality and diversity  2. Commitment to health and safety  3**.** Display the LCC values and behaviours at all times and actively promote them in others  4. Commitment to attendance at work  5. Willing to be placed in a Lancashire school and travel to training in Preston | E  E  E    E  E | AF/I  AF/I  AF/I  AF/I  AF/I |
| **Date: 13th March 2024** |  |  |

**PRE-EMPLOYMENT RISK IDENTIFICATION FORM (R.I.F.)**

(NB Completion of this form does not fulfill the requirement to undertake a general risk assessment under the management Health and Safety at Work Regulations 1999)

A Pre-employment Risk Identification Form must be completed by the Headteacher/Head of Service/Line Manager. If any assistance is required in completing this form, please contact the Health and Safety Team.

This form **must** accompany the Vacancy Authorisation Form (REC1) when requesting clearance to advertise and accompany any referral to the Occupational Health Service for the pre-employment medical clearance of a candidate for appointment.

**CONFIDENTIAL**

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| Team/Establishment | Talent & Performance, Careers Team |
| Post/Job title | Ex Service Personnel Mentor |
| Description of main activities the employee will be required to undertake (or attach job description)  see attached job description | |
| Form completed by: (print name) Adam Lewis | |

**A. The job to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)**

**Managers should note that if any of the following 10 activities are involved, there is an automatic requirement for a pre-employment assessment by Occupational Health and, possibly, for subsequent Health Surveillance.**

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|  |  | **YES** | **NO** |
| 1 | Work at heights *(e.g. over 2m from tall step/extension ladders; scaffold towers, roofwork etc).* |  |  |
| 2 | Work in excessively noisy environments above statutory control limits (*Highly unlikely to include examples associated with any office environments. Examples might include use of woodworking machinery, road drilling, masonry cutting etc).* |  |  |
| 3 | Work in unusual environmental conditions (*e.g. where access or egress or free flow of air may be restricted or where there may be a build up of gases, vapours or fumes or the use of breathing apparatus is required).* |  |  |
| 4 | Use of hand operated tools and equipment known to be associated with hand arm vibration syndrome (*e.g. percussive metalworking tool; rotary handheld tool [not floor polishers]; grinders; percussive hammers and drills etc).* |  |  |
| 5 | Driving a heavy goods vehicle, coach, bus or minibus belonging to Lancashire County Council, transporting others in their own vehicle, or regularly transporting more than three other people as part of normal duties. |  |  |
| 6 | Some contact with hazardous substances (*e.g. chemicals with an orange warning label indicating: very toxic; toxic; harmful; corrosive; sensitising by inhalation/skin contact; carcinogenic; mutagenic; toxic for reproduction; professional bio/pesticides; organophosphates; gluteraldehyde; latex gloves).* |  |  |
| 7 | Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust. |  |  |
| 8 | Work with lead or lead-based products (*e.g. some paints).* |  |  |
| 9 | Food handling/preparation (of raw or uncooked food only). |  |  |

**B. The job to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)**

**This section is for the information of applicants and does not facilitate a referral to Occupational Health.**

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|  |  | **YES** | | **NO** |
| 10 | Occupational fieldwork or work in extreme conditions (*e.g. involving excessive heat or cold or frequent walking for long distances over rough terrain in all weather conditions, forestry/countryside work).* |  |  | |
| 11 | Face to face contact with the public/service users *(e.g. at sensitive front line posts re abuse, aggression, assault).* |  |  | |
| 12 | Working in isolation/lone working. |  |  | |
| 13 | Work with electrical wiring *(e.g. colour blindness).* |  |  | |
| 14 | Work where there may be an increased risk of needlestick injuries or blood borne infections HIV; Hepatitis B; Hepatitis C: (*e.g.* *site supervisors; site work, grounds or buildings maintenance, gardeners; some carers).* |  |  | |
| 15 | Work that may bring the employee into contact with rats, rat contaminated ground or other animals or livestock *(e.g. risk of weils disease, other animal borne diseases, zoonoses).* |  |  | |
| 16 | Manualhandling *(other than routine office/administrative lifting and carrying e.g. assisting / moving service users with mobility problems, portering type activities).* |  |  | |
| 17 | Working with vulnerable service users *(e.g. children with disabilities; the elderly; children/adults with learning difficulties; alcohol/drug abusers).* |  |  | |
| 18 | Work involving repetitive movements or forced posture *(e.g. twisting, screwing, movements of the hands wrists, arms and/or shoulders awkward body and limb posture or excessive force, bending, kneeling).* |  |  | |
| 19 | Work as a regular display screen user *(where more than 1/3 of a person's time is spent using DSE continuously over any 1 month period).* |  |  | |

Any other occupational hazards/comments that you consider to be relevant to the post which are not included above:

N/A

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| --- | --- | --- | --- | --- |
| **Head of Service/Line Manager/**  **Name of Headteacher *(please print)*** | | **Vanessa Carthy** | | |
| **Signature:** |  | | | |
| **Telephone Number:** | 01772 530642 | | **Date:** | **13th March 2024** |